



North American Energy Standards Board

1301 Fannin, Suite 2350, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com

Home Page: www.naesb.org

May 22, 2003

TO: NAESB WGQ Contracts Subcommittee

FROM: Suzanne Calcagno (UBS Warburg Energy) & Keith Sappenfield (EnCana Corporation), Co-Chairs Contracts Subcommittee, Rae McQuade (NAESB Executive Director)

RE: Agenda for NAESB WGQ Contracts Subcommittee Conference Call – May 30, 2003

There is a conference call scheduled for Friday, May 30, 2003 to discuss and approve past meeting minutes and to discuss and determine the date, time and location of next face to face meeting on the NAESB Credit Support Addendum (CSA) and User's Guide. The agenda for the call is provided below. Please contact the NAESB Office to confirm your interest in this meeting. Also, please feel free to call the NAESB office should you have any questions or comments. Conference calling number, password and conference leader information will be available by calling the NAESB Office at 713-356-0060. We look forward to your attendance at the Contracts Subcommittee conference call.

NORTH AMERICAN ENERGY STANDARDS BOARD WGQ CONTRACTS SUBCOMMITTEE CONFERENCE CALL

**Friday, May 30, 2003 -- 1:00 p.m. to 2:00 p.m. Central
DRAFT AGENDA**

- 1:00 p.m.
1. Welcome & Administrative Items
 - Antitrust Guidelines
 - Agenda Adoption
 - Review and approved minutes for the April 22, 2003 and May 21, 2003 Meetings
 2. Discuss and determine location, date and time for next face to face meeting to complete review of the Draft NAESB CSA and related User's Guide. Tentatively, the chairs have block out the dates and times for a Houston location at the NAESB Offices for June 24, 2003, 10:00 a.m. to 6:00 p.m. and June 25, 2003, 8:00 a.m. to Noon.
 3. Discuss the agenda for the face to face meeting. Discussion will include balance voting process since votes may need to be taken on issues were the group does not reach a consensus. The face to face meeting agenda will also include a review and discussion of a draft recommendation to send the documents, as approved by a vote of the group, to the EC for review, discussion and adoption.
 4. Next Steps and Other Business
- 2:00 p.m.
5. Adjourn

Work paper documents referenced for the Conference Call -- (posted on the NAESB Web Site - <http://www.naesb.org/contract.htm>):
